

CITY OF TUALATIN

Classification Description

Job Title: Recreation Program Specialist
Department: Community Services
Reports To: Parks and Recreation Manager
FLSA Status: Non Exempt

SUMMARY: Organizes monitors and leads recreation programs, activities and special events in partnership with schools, other governmental agencies, non-profit organizations, and the private sector.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Prepares budgets for approval, and conducts programs in coordination with the Parks and Recreation Manager, and other department and outside program partner staff, to offer programs, activities, and special events.

The Recreation Program Specialist for Teens acts as City's liaison to the Tualatin Youth Advisory Council (Y.A.C).

The Recreation Program Specialist for Teens works with the Parks and Recreation Manager, and consults the Tualatin Youth Advisory Council, the Tualatin Park & Recreation Committee, and others to identify program needs in the community.

Prepares and distributes advertisement and publicity materials and displays for the promotion of recreation programs, activities and special events, including use of the City's web site, newsletter, school publications, media and other communication sources.

Carries out special projects through community contact, including public appearances and coordination with community groups, individuals, schools and the media.

Participates in professional development activities. Participates on various boards and cooperative groups as assigned. Communicates policies to employees, volunteers and patrons.

Schedules programs or activities, presenters, rooms, equipment and materials.

Creates registration systems and registers participants, collects fees and maintains records of participation.

Assists in the preparation of grant applications, conduct of related programs, and required record keeping.

Assists in the formation of innovative partnerships with schools and other governmental agencies, non-profit organizations, and private interests for the benefit of recreation programs, activities and special events.

Oversees recreation programs, activities and events, including set-up/take-down of materials, equipment and supplies, and monitoring of behavior.

Drives to events, job sites, city facilities, vendors, training programs, and meetings, as necessary.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not generally a responsibility of this position. Acts as a lead worker in directing activities of staff and volunteers and in coordinating independent contractors in the provision of recreation programs and activities.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to communicate effectively in oral and written form. Ability to effectively present information to a wide range of individuals in written and/or oral format. Strong interpersonal skills.

Reasoning Ability: Ability to organize and prioritize multiple tasks and duties. Ability to be flexible and adapt to changing priorities. Ability to organize and present ideas and recommendations clearly and concisely, both orally and in writing.

Technology Skills: Ability to operate a personal computer. Working knowledge of word-processing, spreadsheet, scheduling, and desktop publishing software. Experience using audiovisual equipment and other technologies used in a recreational program setting.

Special Skills: Ability to work independently. Ability to work with all age groups, especially youth and their parents. Ability to plan and implement various age-appropriate programs and activities. Ability to develop and present outreach programs through developing effective relationships with community groups, schools, and other organizations. Ability to deal with several functions simultaneously. Ability to maintain effective working relationships with supervisors, co-workers, volunteers, and contracted service providers.

Special Requirements: Ability to travel (infrequently) by major carrier, and must be 21 years of age. Possession of or ability to secure possession of within six months, a valid driver's license. The successful candidate will be required to undergo an extensive reference and background check. CPR/SFA certified, or ability to obtain such training within the time frame proscribed by management.

EDUCATION and/or EXPERIENCE: At least two years of college education in a related field and one year of recreation program, activities and special event planning. Knowledge of the philosophy and objectives of the parks and recreation profession, and of the purpose, use, and benefit of various elements of specific programs. Any satisfactory combination of experience and training which ensures the ability to perform the work may substitute for the above qualifications.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl and engage in some physical play during either indoor or outdoor activities. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level is usually moderate, but can be loud.

The position requires extensive public and staff interaction. Duties of this position will be performed in both indoor and outdoor environments, where there may be moderate to high noise levels, and differing weather conditions. Duties of this position require a willingness to work a flexible schedule, which may include nights, weekends, and holidays and to attend out of town meetings and events.